

8 May 1947

MEMORANDUM FOR: ASSISTANT CHIEF, [REDACTED] SERVICES DIVISION STATINTL

SUBJECT: Delegation of Authority to Sign Purchase Orders

By virtue of the authority granted to me by the Director, Central Intelligence Group, in a memorandum dated 6 September 1946, I hereby authorize the Assistant Chief, [REDACTED] Services Division, to enter into and sign contracts on behalf of the Government in accordance with existing law and regulations. The authority delegated herein is limited to the execution of unnumbered contracts where payment for materials, purchases, and/or services rendered is to be made in a single remittance and the amount involved is less than \$2,000.

Memorandum dated 2 January 1947 delegating above authority to the Chief, [REDACTED] Services Division, remains in effect. STATINTL

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[REDACTED]
Colonel, AGO

Executive for Personnel and Administration

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MEMORANDUM

24 April 1947

TO: Executive for Personnel &
Administration Branch

FROM: Acting Chief, Services Division

1. In the past months, Services Division has been conducted more or less on the basis of individual management, as a result of which certain observations have been made and are presented herewith.

- (a) The duties of the Chief, Services Division, frequently require absence from the office for the purpose of attending meetings, conferences, entering into discussions with other Division Chiefs and Offices of CIG and further, making contacts and entering into discussions with outside agencies.
- (b) Recently it has been necessary for the present incumbent to absent himself from the city for the purpose of giving administrative support to other office of CIG in their activation program.

2. The above factors have at times made difficult an uninterrupted flow of work and constancy of direction, and also has required innumerable briefings, not only on the part of personnel of Services but also upon the offices involved.

3. In order to enable this office to operate with greater effectiveness and to increase the service being rendered to other Office of CIG, it is the recommendation of the undersigned that [] be formally recognized and designated as the Acting Assistant Chief, Services Division.

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